

ADMINISTRATIVE RULES

CHAPTER 12: USE OF COUNTY FACILITIES

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July, 1983

CHAPTER 12: USE OF COUNTY FACILITIES*

- Sec.12.1 GENERALLY. It is in the public interest to permit the occasional use of county facilities by non-county organizations and for purposes other than official county business. Such usage shall be governed by the provisions of this Chapter and shall apply to all county facilities, including leased facilities, except veterans memorial halls. The use of veterans memorial halls is governed by provisions contained in Chapter 11 of the Administrative Rules.
- Sec.12.4 TIME OF USAGE. Use of county facilities by non-county organizations is permitted only when such facilities are not being used for official county functions, and may also be limited as to time of day.
- Sec.12.6 SECURITY. Use of county facilities by non-county organizations is permitted only when, in the opinion of the department head or operating supervisor of a county facility, there is adequate security surrounding the facility during such use.
- Sec.12.9 SCHEDULING. Scheduling shall be done by the department head or operating supervisor of a county facility, and shall be on a "first come, first served" basis.
- Sec.12.12 NON-PERMITTED USES. No permitted use of a county facility shall cause a private individual or entity to make a profit from the activity authorized.¹
- Sec.12.15 COUNTY EXPENSE. No activity shall be permitted which would require the county to incur expenses for repairs, janitorial services or staff time to prepare the facility for use. Failure to abide by this rule may result in denial of an organizations's future use of county facilities.
- Sec.12.18 APPLICATION. To insure the orderly use of county facilities and adherence to these policies, a department head or operating supervisor of a county facility may require an organization to complete in advance an application for use of county facilities, on a form prescribed by the Board of Supervisors.

* Resolution 83-294, 7-26-83, was adopting resolution.

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¹ Section 12.12 amended by Board of Supervisors, Resolution #2002-56 on March 19, 2002.

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Sec.12.21 FEES. Non-county organizations, except other governmental agencies, using county facilities shall pay a reasonable fee to cover all incidental costs to the county, such as utilities, in an amount determined by the appropriate department head and approved by the Board of Supervisors.

Sec.12.24 INSURANCE. For uses other than business meetings of a governmental agency or nonprofit community organization, the requesting organization shall file with the department head or operating supervisor a certificate of liability insurance, which has been approved as to form and extent and types of coverage by the Placer County Counsel. (Reference: Resolution 85-9; 1-8-85.)

Sec.12.27 FOOD AND DRINK. The department head or operating supervisor of a county facility, at his or her discretion, may limit the consumption of food or drink in a particular facility.

Sec.12.30 COUNTY ADMINISTRATIVE CENTER. These rules shall also apply to facilities at the County Administrative Center, 175 Fulweiler Avenue, Auburn, California, except that:

- (a) Use of the Board of Supervisors hearing room shall be limited to the Board of Supervisors and county departments, and for public hearings conducted by boards and commissions appointed by the Board of Supervisors.
- (b) Use of any facilities at the County Administrative Center during other than normal working hours shall be limited to the Board of Supervisors and county departments, and for public hearings conducted by boards and commissions appointed by the Board of Supervisor.
- (c) Fees shall not be charged for use of facilities at the County Administrative Center.

January, 1985